

BEAVERTON SISTER CITIES ADVISORY BOARD

Minutes of March 22, 2010

PRESENT: Amy Starke, Diane Spalding, Eileen Drake, Gary Carlson, Ian King, Sonia Harrison, Stan Tellin, Ted Chung, Tim Wignall, Kellie Stellingwerf, Megan Kirkpatrick, and Theresa Baird, Sister Cities Program Coordinator.

ABSENT: Brian Bost, Gayle Schula, Giselle Bawnik, Sheldon Lee, Tom Stanton and Yoon Shin

CALL TO ORDER: At 5:35 by chair Tim Wignall

MINUTES OF FEB. 22, 2010 MEETING: Were approved as submitted

ROBERT RULES OF ORDER SUMMARY: Tim summarized parliamentary rules for conducting meetings that allow everyone to be heard and make decisions, including call to order, motions, seconding the motion, debate motion, and vote on motions.

SISTER CITIES FUNCTIONS, MEETINGS: Sonia & Tim presented a rephrased version of meeting conduct guidelines which include: attending, participating and volunteering for functions if possible; obtaining Mayor's Office approval via Theresa before extending personal invitations to city-sponsored events or delegations with limited capacity or are best extended directly from the mayor's office; and seeking approval before committing to expenses. The board voted that the Meeting Management and Conduct Guidelines will be included in the packet to new board members.

SUSTAINABILITY COMMITTEE REPORT: Stan reported the group had its 2nd meeting. Those attending: four board members, Theresa, and five members of the public, many fewer members of the public than at the first meeting, but Stan says many of those who want to participate just couldn't come to the March meeting.

Highlights of his presentation:

- An overarching timeline of the entire process
- It is to be called a project, not an event.
- It is Phase I (launch and goal-setting) right now. He wants goals and objectives by June 15.
- Phase II is a detailed planning/design to be finished by Nov. 15.
- Phase III is the execution
- The project itself will tentatively be held sometime between July 15-Aug. 15, 2011, and under one scenario it will be three weeks long, followed by a three-day culminating conference involving city dignitaries and wrap-up presentations, for a total of up to four weeks.
- The last part would be a post-project review to be completed by Nov. 2011.
- Stan will send the February and March meeting minutes out together.
- Potential names were discussed, with the words international, sustainability, and leadership deemed important, and possibly the words conference or project.
- Beaverton city sustainability program has not had a chance to provide input yet.
- More work needs to be done to refine goals and objectives.
- Volunteers were asked how they could best contribute
- The biggest challenge is only meeting once a month
- The committee meets every 3rd Wednesday; April 21 is the next meeting.

COMMUNICATIONS COMMITTEE: Eileen reported that Ian met with the city webmaster and Theresa. The city is doing a big rebranding project and is revamping the city web site. Within the next six months, there is the possibility of redoing the Sister Cities part of the site. For those who

want Theresa to get information/photos to the web site, get the information to her at least one week in advance of the desired posting time. Eileen suggested keeping the existing brochure instead of revamping it until after the city rebranding and the addition of the Mexican sister city. Also, it was suggested bookmarks about the Sister Cities program could be placed at the library. Notecards could be sold, too. Theresa said the city could print these internally. The next meeting for the communications committee is April 14.

EVENTS COMMITTEE: Kellie reported they met and created signup sheets for farmers market (weekly from May through October) and picnics in the park. Theresa handed out a schedule of city events for this spring and summer. Board members signed up so support and interest could be determined by the committee.

COMMITTEE MEETING MINUTES: Board recommended that committee Minutes would be for our Advisory Board review only, not posted on the web site. (Theresa will need to check on public meeting policy regarding publication of the committee Minutes.)

REMINDER FROM THERESA: Theresa would like to see the board create a process and protocol that works for each committee. She would like to see more communication: all information shared with fellow committee members and proposals to be submitted to Mayor's office following committee discussion and clear planning within committee. Also, that committees to be mindful of her part-time status in relaying information or submitting proposals in a timely and planned manner, especially if matters are time-sensitive.

CITY ATTORNEY: Alan Rappleyea will present on City code and ethics compliance as related to appointed board membership at the next meeting.

NAMETAGS: Ian recommended we all have permanent nametags for participating at city events. Theresa says Crown Trophy as an option to produce these and requested that a board member volunteer to select tag type and submit cost proposal for 17 tags in case total cost requires approval or bids.

KOREAN BOOK DEDICATION: Tim, Eileen and others reported a very large turnout March 19 at the library for the dedication of 1,000 books. The room, decorations, food and dancing all worked out well.

BIROBIDZHAN UPDATE: The mayor of Birobidzhan has recently been elected the governor of the region. Theresa doesn't yet know who the new mayor is. The letter that Gayle wrote last month was adapted and e-mailed two weeks ago but there has been no response yet; the sustainability survey hasn't been returned yet.

MEXICO SISTER CITY UPDATE: Theresa reported two cities are under consideration – Zapopan (a suburb of Guadalajara) and another city (Theresa later reported the recommended city as Xalapa). The Mexican consul still needs to have recommendations and approval from Mexican Government and then, a formal agreement will need to be submitted in English and Spanish.

BYLAWS: Amendment changes will go to the city council on April 12;

THREE-YEAR OUTLOOK – If you have any ideas for sister city functions beyond the 2011 year, bring them to the next meeting.

ADJOURNMENT: Chair Tim Wignall adjourned the meeting at 7:25 p.m.

MINUTES SUBMITTED BY: Amy Starke (secretary)

